Purpose
The purpose of your weekly updates is the following:
• Update the teaching team on your progress
• Solicit the teaching team's guidance and suggestions
• Communicate your team progress and individual contributions
• Encourage you to think carefully about your project plan and next steps
• Ensure that you are making regular progress
• Discuss your faculty mentor's inputs and suggestions

Deliverables
Each week you will meet with a member of the teaching team for 25 minutes (times to be announced). You are to prepare an agenda for this meeting and lead the meeting. Each week you should cover the following topics:

• Report on the previous week's progress (team and individual)
• Layout your goals and a work plan for the next week (team and individual)
• Discuss any project risks that you currently see and what you doing to manage these risks. How could the project blow up and what are you doing about it?
• Discuss current team dynamics. How is the team functioning? Are there any challenges that need to be addressed?
• Questions for the teaching team.

Grading
Each week you will receive either a 0%, 50%, or 100% for your update. Among the factors the teaching team will consider are:

• Are you making reasonable progress?
• Did you accomplish what you committed to the prior week?
• Is your update clear and to the point?
• Have you been meeting with your faculty mentor?
• Are you commutating regularly with your client?
• Is everyone contributing their fair share to the project?